

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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Warwick, RI 02886
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Board Meeting Minutes
Thursday, April 14, 2011, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members in attendance:	Board Members not present:
Aaron Guckian, Secretary	Fred Sullivan
Gary Jarvis	
Peter Ginaitt	Guests:
Steven Sylven, P.E.	Dennis Setzko, P.E., AECOM
	Erik Meserve, P.E., AECOM
	Joseph M. Vigneault, 52 Villa Avenue
Staff present:	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Patrick Doyle, Assistant Superintendent	Lynda Ortiz, Customer Service Manager
Lynn F. Owens, Administrative Coordinator	

1. Call to Order At 5:32 p.m. Aaron Guckian called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held March 16, 2011.

ACTION: Mr. Ginaitt moved approval of the minutes as submitted. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

3. Operation and Maintenance Division

a. Facilities Plan Amendment & Energy Savings Measures
Dennis Setzko, P.E., AECOM, to submit progress report

ACTION: Mr. Setzko gave the Board a schedule update on the Facilities Planning project; records are being collected relative to build out over the next twenty years. He said jar testing will start on April 25th and wastewater characterization will begin on May 9th, with pilot testing starting in June. He said everything is on schedule. Mr. Sylven asked about jar

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testing and Erik Meserve explained that right now the plant adds chemicals at two locations to help remove phosphorus. He said the jar testing will help us identify an optimal dose at each location; we will conduct a cost benefit analysis and basically optimize the current process for removing nutrients. He stated if we are able to remove more phosphorous in the existing process, we can lessen the footprint of whatever new process is needed, which will ultimately reduce construction dollars and operation dollars down the road.

Director Burke stated with respect to the wastewater characterization and the pilot testing, we are keeping track of the extra expenses WSA will incur. She stated we will bring in a part-time college student to assist with the sampling efforts; she will do the lab testing and recording. She said electricity and water will be additional costs.

- b. Purchase Authorization:** Equipment and supplies associated with Facilities Plan Amendment, Pilot testing
Wilkem Scientific, \$7,049.46

ACTION: Dennis Setzko stated the WSA laboratory needed additional glassware and supplies to collect the samples during pilot testing, which can be used by the lab going forward. He said by doing the testing in house, we will get results immediately and can quickly modify our protocol as need be. He stated in house testing is at least half the cost of sending it to an outside lab.

Mr. Sylven moved approval of the purchase. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

4. March 30, 2010 Pawtuxet River Flooding

- a. Financial Report of Flood Expenses**

Director Burke referred to the Flood expenses report, up to and including Hart invoice #19. She reported that, not including payments made directly by The Trust, we have spent about \$8.6 Million on the wastewater treatment facility and pumping stations and another \$300K on road repairs.

Director Burke stated we have submitted the last of the FEMA Project Worksheets. She said we have started to see some small reimbursements come through but because most of our projects are considered "large" there's a more rigorous process for disbursement including quarterly reporting, final inspections and a financial audit of each project. She said that WSA staff began that process last week. She said she has been talking to the Finance Department about short term financing (federal aid anticipation notes) until we are reimbursed by

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FEMA. Mr. Guckian suggested the congressional delegation be advised, so they can be involved in the process.

Mr. Sylven asked where WSA is with Hart Engineering. He stated the level of effort has been reduced, but recent invoices are high. Director Burke stated we are getting close to the end of the flood work. She stated the recent Hart invoices cover large equipment purchases such as generators, SCADA system panels, etc. as well as labor and installation. Assistant Superintendent Patrick Doyle stated Hart has begun laying off electricians and pipefitters; there is still work to be done but the level of manpower has diminished.

Director Burke stated the committee to review proposals for Engineering Services for Flood Protection and Mitigation for the Wastewater Treatment Facility conducted interviews of the four (4) highest ranking firms on March 24th. She stated following the interviews and discussion, the committee consensus was to award the contract to AECOM for \$89,000. She said when the agenda was published we did not yet have the go-ahead to award the contract which will utilize federal Community Development Block Grant Disaster Relief funds. She said just this morning, the Planning Department informed her that we were all set so this contract approval will be on the Board's agenda for next month so we can get going with the study.

- b. Purchase Authorization: VAV system at WSA administration building, Regan Heating & Air Conditioning, Inc.: \$18,288.00
ACTION: Held for further information and pricing.
- c. RFP No. 2011-198 Engineering Services Including Flood Protection and Mitigation Design at the Warwick Wastewater Treatment Facility
ACTION: To be considered May 26, 2011.

5. February 8, 2011 Cedar Swamp Sewer Line Break

- a. Project Update
 - i. Construction Activity Report
 - ii. Financial Report

Director Burke referred to the report she provided the Board on expenses for this emergency response. She stated so far, we have encumbered almost \$950,000. She said current projections are that it will cost \$2.2 Million to complete the repairs.

She stated she was pleased to report that, according to Collection Systems Manager Mat Solitro, the project is nearing completion with all the major new structures in place. She said pipe lining and site restoration remain to be done but the job should be wrapped up in the next couple of weeks.

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Director Burke stated we met with the Finance Office a couple of weeks ago to come up with a plan to pay for this latest emergency. She said we decided the best thing to do was to borrow money from our Conduit loan fund, which is reserved for our grinder pump liability, and then borrow the project costs from the Clean Water Finance Agency after July 1st which would go to reimburse the Conduit loan. Mr. Ginaitt asked if WSA has started to analyze the long range impact of this borrowing. Director Burke stated we need to pay close attention to our rate consultant; the rate study factors in capital projects, capital reserve, and repayment of our debt. Mr. Jarvis stated we need to address our rates sooner than later.

Mr. Jarvis asked do we know what caused this to happen? Director Burke and the Board discussed the accumulation of hydrogen sulfide, a byproduct of wastewater, at the Cedar Swamp pump station and in the surrounding pipes. (Later in the meeting, Mr. Sylven explained that because the wet well was designed to handle flows much greater than what currently flows through the station, the wastewater stays in the wet well too long and turns septic, producing hydrogen sulfide. Hydrogen sulfide gas deteriorates the cement of station walls and concrete pipes.) Director Burke stated we will be looking at improving ventilation at the pump station. Mr. Ginaitt stated WSA should prioritize our long range facilities improvement plan and properly fund our renewal and replacement account.

Mr. Jarvis asked if there are other pump stations similar to Cedar Swamp that should be looked at for repair and improvement. Director Burke stated Mat is planning an analysis and investigation of the Loveday pump station. She said WSA has a six-year capital improvement plan (CIP) right now which includes upgrades to a lot of our pump stations (total for CIP is about \$16 million). Mr. Ginaitt stated WSA should not give away any revenue coming into WSA that could be reinvested back into our system.

- b. Emergency Purchase Authorization, not to exceed \$2,200,000.00:**
Approved by Mayor Avedisian on April 5, 2011 in accordance with City Charter Section 3-3.6.

ACTION: Mr. Jarvis moved to accept the emergency authorization. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved

- c. Application for Certificate of Approval: Authorization to apply for Non-SRF funding through the RIDEM Office of Water Resources**

ACTION: Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

6. Construction Division

- a. Sewer Project Update Report**
 - i. Governor Francis Farms Phase II
 - ii. Bayside IV/Longmeadow

Director Burke stated construction continues on the Kristen Court pumping station for the Governor Francis Farms Phase II project. She stated there have been delays in bringing electrical service to the station and National Grid is now estimating an early June completion date.

Director Burke stated construction on the Longmeadow sewer extension project has started back up with main line work progressing on Grove Avenue, following by lateral and service connection installation.

7. Billing Services Division

- a. FY 2011-2012 Budget 80: Operations, Maintenance and Administration**
- b. Proposed Sewer Usage Rate Schedule and Fee Structure**

ACTION: Director Burke stated the draft WSA budget was due to the Finance Office last week and we finally got it over there today. She stated the draft budget for FY12 makes a significant contribution towards paying off the WSA's debt to the City of Warwick. She stated, as a result, the FY12 budget represents about an 8% increase in the Sewer Fund budget from FY11, with the biggest driver being increases in debt expenses. She stated the WSA's salary expenses continue their downward movement but commodities and services continue to increase along with inflation. Director Burke said that to cover all of these increased costs, the WSA must raise sewer usage rates. She stated under Section 2.10 of the WSA's enabling legislation, if revenues are not sufficient to cover operation and maintenance costs, renewal and replacement funding, and principal and interest for any bonds or notes issued for sewage works, the charges need to be adjusted to assure sufficient balances in the sewer fund.

Director Burke stated the rates have not been changed since FY09 and we have been speaking about the cost-of-service Rate Study for well over a year now. She stated the timeline is tight but she would like to move ahead with a presentation and hearing on the revised Rate Study and FY12 budget. She said she had spoken with the Chairman and suggested that we have a budget workshop in a couple of weeks. She stated this would be a working meeting of the Board with no public comment. She said we would then like to schedule a Public Hearing for mid-May so that you may be able to take action on the Rate Study and FY12 budget at the Board meeting on May 26th.

Director Burke stated although a Rate Study was initiated in late 2009, the WSA has not raised rates since 2008 (for FY09). The rate increases

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implemented then were across-the-board and not based on cost of service like the current rate recommendation.

Director Burke said she was prepared to review the budget with the Board at this time if they were so inclined; or they could take it home and review it for discussion at the workshop. She said she has a meeting tomorrow with the Mayor and the Finance Director to review the budget. She stated the budget hearing before the City Council is scheduled for June 2nd, possibly carrying over to June 6th.

The Board agreed to hold a budget workshop on Thursday, April 21, 2011 at 5:30 p.m. David Bebyn will be present.

c. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Roberta McKinnon	170 Alvin Street Plat 266 Lot 0493	Land survey delineates 2.53 acres rather than City record of 2.59 acres; Recalculate based on survey	\$599.50

ACTION: Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

d. Sewer Pretreatment Abatement

Name	Service Address	Reason	Amount
Ritz Camera Centers	975 Bald Hill Road Plat 260 Lot 0017	Ritz Camera filed for bankruptcy and liquidation in 2009. No assets.	\$300.00

ACTION: Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

e. Regulation No. 53 On-Site Grant Funds: Appeal of denial of funds
Mr. Joseph M. Vigneault, Plat 346 Lot 187, 52 Villa Avenue, Warwick

ACTION: Director Burke stated Mr. Vigneault lives within the Facilities Plan in the Greenwood East project area, which has been delayed due to airport expansion plans. She said Mr. Vigneault is requesting grant funds to defray the cost of improving his failed cesspool. Director Burke stated Regulation No. 53 provides grant funds for properties outside our Facilities Plan; he is appealing the denial of his application for funds.

Mr. Jarvis moved approval of the \$2,000 grant. Mr. Sylven seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

8. Administrative Items**a. Director's Report**
i. Financial Report

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ii. Administrative Schedule

Director Burke stated end-of-month budget numbers were not yet available but we provided the Board with the loan balances and other financial information. She stated next Thursday, April 21st, she would be spending the day with EPA consultant The Cadmus Group which will be proving us with assistance and recommendations for implementing Effective Utility Management for water utilities at the WSA. She stated on Tuesday, April 26th, she will be making a presentation as part of panel discussion for the Rhode Island Flood Mitigation Association's Annual Conference.

Finally, Director Burke stated Mat Solitro has been named the 2010 Collection System Operator of the Year by the Narragansett Water Pollution Control Association. She said the award will be presented at the annual awards banquet to be held Friday, May 13th at the Cranston Country Club. She stated Board members were welcomed to attend.

b. Chairman's Report: none.

c. Sewer Assessment Committee Report

Mr. Jarvis stated the group met again this week. He said as they progress we continue to find holes and gaps that we need to fill. He said in order to do it right we need to look at the enabling legislation and conduct a public hearing. He said we are going to slow down the process a bit and that current projects will be assessed based on our current method of assessment. He said he was a firm believer in working with the Administration and the City Council to effect change; the Council President will be joining the group at some point.

9. Consent Agenda – Correspondence

- a.** RIEMA to WSA on Hazard Mitigation grant submittals (3-15-11)
- b.** WSA to Purchasing on Legal Services contract extension (3-23-11)
- c.** TPO magazine article, "Grease Is the Word", TGIF Program (3-11)
- d.** Sample high water marker for WSA facility (3-11)
- e.** WSA to engineering firms regarding RFP #2011-198 (4-7-11)
- f.** WSA Financial Report to City Council (4-7-11)

ACTION: Mr. Jarvis moved to accept the consent agenda. Mr. Ginaitt seconded the motion. Messrs. Guckian, Ginaitt, Sylvén and Jarvis voted in favor of the motion. Motion approved.

10. Consent Agenda - Drainlayers' License Renewals (2011)

- a.** R.T. Nunes & Sons, Inc., 1 Nunes Lane, West Warwick

ACTION: With no objections stated, Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Messrs. Guckian, Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

11. New Business

a. Project Priority List (PPL)

Director Burke stated the Project Priority List must be submitted to RIDEM every year to ensure that our projects are eligible for State Revolving Loan Funds. She stated this is basically a wish list of projects we would like to conduct. She stated Chairman Sullivan would like to use this document to present some sort of plan for the scheduling of construction. She stated that while that would be a good planning exercise, at this point there is no money to do any of the projects. She stated that the start dates listed for the projects are based on the staff's professional opinion given the issues surrounding each project.

Mr. Sylven asked if the PPL provides funding for "Facilities Needs Assessment". He stated we need to add that to the list projects like assessing Cedar Swamp pump station, and all our other pump stations, to see what needs to be done to bring these up to "code" or standard. Director Burke stated communities can be reimbursed for studies once you begin the construction portion of the project. She also pointed out that we included on the PPL "CMOM Asset Management Survey" which is along the same lines as Needs Assessment. Mr. Sylven stated in light of what happened at the Cedar Swamp pump station, WSA drastically needs a Facilities Needs Assessment to identify the required repairs. He stated he suspects a lot of the other pump stations that are the same age are in need of an assessment also. He stated he understands the need to extend sewers, but Cedar Swamp is a prime example of what happens when you delay repairs and rehabilitation to the infrastructure. Mr. Guckian asked that an assessment of the Loveday pump station and surrounding pipes be prioritized. Mr. Sylven suggested WSA start looking at Facilities Needs Assessment at various pump stations.

Mr. Ginaitt stated we have an obligation to consider implementing a wastewater management plan for the Potowomut area. Director Burke stated resources are needed to insure compliance with state requirements for wastewater management districts.

Mr. Ginaitt asked when the WWTF would be secured. Assistant Superintendent Doyle said the swipe card system should be installed soon as well as some video cameras. Mr. Ginaitt stated there may be grant funds available through Homeland Security/RIEMA to support the securing of our critical infrastructure.

12. Old Business

- a.** WSA Deferment Policy
- b.** Mandatory Sewer Connection Program
- c.** Sewer Tie-In Loan Fund
- d.** Amendments to By-Laws
- e.** Modifications to Septage Hauling Regulations
- f.** Flood Mitigation Efforts
- g.** GIS Program Status

Mr. Jarvis asked for an update on the GIS program. Director Burke stated we now have a new server and have begun reloading data layers. She stated we are looking at purchasing an updated software package to make the process more efficient and will work with the Planning Department on overlays.

- h.** Sea View Country Club/Harbor Light Marina Assessment Abatement

13. PUBLIC COMMENT PERIOD

Comments only may be addressed to the WSA Board who will take them under advisement.

None one present to offer public comment.

14. Adjournment

Mr. Sylven moved to adjourn this meeting. Mr. Ginaitt seconded the motion. Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

At 6:33 p.m. this meeting ended.

Aaron Guckian, Secretary